

Issue Date: April 3, 2005



PROGRAM SOLICITATION PS 06-03

for a Cooperative Agreement for:

**INFORMATION SERVICES RELATED TO STATE AND
REGIONAL ARTS ORGANIZATION GRANT MAKING**

(States & Regional)

Issued by
National Endowment for the Arts
Grants & Contracts Office
1100 Pennsylvania Ave., NW
Washington, D.C. 20506

Proposals in response to this solicitation in original and five (5) copies will be received at the above address, or if hand carried, in Room 618, until 4:00 p.m. on **May 3, 2006**.

[The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class and Priority mail. In addition, contents are subject to an irradiation process that may damage material. Please consider using alternative delivery services.]

For information on this solicitation, write or call:

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The National Endowment for the Arts

The National Endowment for the Arts is the largest annual funder of the arts in the United States. An independent federal agency, the National Endowment for the Arts is the official arts organization of the United States government.

The National Endowment for the Arts awards more than \$100 million annually – investing in every state – which in turn generates more than \$700 million in additional support. The Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts – both contemporary and traditional – that Americans now enjoy.

Mission

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education.

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

I.A Background

The National Endowment for the Arts (Endowment) awards funding in the form of Partnership Agreements to the 56 state, jurisdictional, and territorial arts agencies (SAAs) and the 6 regional arts organizations (RAOs). The SAAs and RAOs are required to submit Final Descriptive Reports (FDRs) to the Endowment, which include their grant making data. The final reports are submitted electronically in *National Standard for Arts Information Exchange* format (National Standard). The National Standard consists of several hundred terms and definitions and a set of common principles for organizing and reporting grant information. Detailed information on the National Standard is available at <http://www.nasaa-arts.org/>.

First developed over 25 years ago, the National Standard enables national aggregation and analysis of important arts information that would otherwise be reported inconsistently from state to state. Information collected through the National Standard enables the Endowment to respond to inquiries about arts activities nationally, or in particular states or districts; to monitor the distribution of grant funds for various types of activities (school residencies, exhibitions, performances, touring, technical assistance, etc.), or by arts discipline (music, literature, dance, etc.), type of institution (museum, school, arts council, etc.), number of artists participating in a project, number of individuals benefiting from a project, and a variety of financial fields such as grant amount, project expenses, and in-kind contributions. State and regional grant making may also be analyzed by MSA (metropolitan statistical area) to track support reaching rural areas. Information collected through the National Standard also enables the Endowment to satisfy many of the requirements of the Government Performance and Results Act (GPRA).

The purpose of the Cooperative Agreement resulting from the Program Solicitation is to continue to provide information services to the Endowment regarding SAA and RAO grant making data to enable the Endowment to collect, track, analyze, and report on this information.

The period of the Cooperative Agreement will be one year, beginning October 2006. The work will include:

- Data collection, analysis, reporting, and presentation.
- Convening meetings on issues related to data collection and analysis.
- Training SAA and RAO staff on the purposes and utilization of the National Standard.
- Administration of the cyclical National Standard revision process.
- Advising the Endowment on National Standard data relevant to the Endowment's GPRA reporting obligations.
- Advising the Endowment in response to information issues that may develop.

- Conducting research in response to information needs of the field.

I.B Scope of Work

In carrying out the Cooperative Agreement resulting from this Program Solicitation, the successful recipient (Cooperator) shall be responsible for the following:

I.B.1 Collection & Analysis of Grant-Making Data

The Cooperator shall collect and analyze the most up-to-date FDR data from the SAAs and RAOs. The work will include:

- Collect FDR data, electronically or on paper, describing grants and programmatic activities funded during SAAs and RAOs' most recent fiscal years.
- Clean reports for compliance with the National Standard. Verify information and make adjustments, as needed, to provide correct information in the data fields the Endowment requires.
- Obtain corrections to problematic reports. Work collaboratively with Endowment staff to identify necessary improvements in scope, accuracy, and quality of FDR reports. Communicate as needed with SAA and RAO staff to obtain updates.
- Append metropolitan statistical area and congressional district designations to each record.
- Consolidate clean FDR data into a national database segmented by fiscal year.
- Analyze the FDR database and make reports of this information available to the Endowment, SAAs, RAOs, and other key partners. Specific reporting functions shall include:
 - ✓ Tabular and graphic summaries of current grant making by states and regions. (The Endowment and the Cooperator will determine the contents and format of reports collaboratively. Information shall be provided in printed and/or electronic formats.)
 - ✓ Descriptions of the methodologies used to produce FDR information.
 - ✓ Segmentation of arts education grants within the master database of all state and jurisdictional grant-making activities. Tabular and graphic representation of arts education grant-making statistics shall be supplied, as needed, on an occasional basis (see Data Collection and Analysis for Arts Learning, below).

- ✓ Fulfillment of information requests for current or historic grant-making information as requested by the Endowment to support the Endowment's ongoing planning, programming, or communications needs.
- ✓ Other analyses, as jointly determined by the Cooperator and Endowment, that may from time to time be suggested by Endowment staff, the Cooperator, or the SAAs and RAOs.

I.B.2 General Information Services

In addition to the SAA and RAO FDR data analysis, the Cooperator will likely be asked to focus research activities in response to the information needs of the field, including, but not limited to, profile information on each SAA or RAO, histories of state legislative appropriations, analysis of line items performance measurement, strategic planning, and data utilization. In carrying out this work, the Cooperator shall:

- Assist the Endowment by providing additional kinds of information on SAAs and RAOs (beyond that associated with FDR analysis), involving the Endowment in research about SAAs and RAOs, and advising on how information for, from, and about SAAs or RAOs can be used to meet the Endowment's needs and to inform the state-federal partnership.
- Provide custom briefings, reports or tables drawn from various other databases and survey resources.
- Provide information sheets on each SAA and RAO that reflect information about agency leadership, current demographic information, state and federal funding histories, and related budget and financial data. Agency leadership/contact information shall be refreshed on an ongoing basis throughout the year.
- Include Endowment staff in feedback loops that inform the design of Cooperator survey and research activities of mutual interest to the Endowment and the SAAs and RAOs.
- Fulfill data and information requests as collaboratively determined by the Endowment and the Cooperator.

I.B.3 Regional Arts Organization Information Collection

The RAOs and the Endowment have developed a communications strategy that enhances their local and national visibility and the activities they support, with emphasis on the Endowment Regional Touring Program. The information needed to support this effort includes a National Standard data record on each regionally funded activity, augmented by additional data describing the specifics of each performance engagement and auxiliary event. As part of this Cooperative Agreement, the Cooperator shall collect and analyze

data and produce reports based on this information. In carrying out this work the Cooperator shall:

- Work with the Endowment and RAOs to track information on regional performing arts presenting and touring grants. Data shall be collected following the award stage as well as through the subsequent submission of final reports.
- Maintain the information systems needed to house, clean, analyze, and report on information on RAO funded projects.
- Collect data from the RAOs. Data shall include selected National Standard information as well as additional project details describing the funded events, event duration, and provider of services.
- Clean the regional award data and format the information for database processing and analysis.
- Fulfill information requests from the Endowment and RAOs for regional award information.
- Produce data files and tables describing the nature, characteristics and scope of RAO presenting and touring activities.

I.B.4 Data Collection and Analysis for Arts Learning

As part of this Cooperative Agreement, the Cooperator shall develop specialized reports and analyses for the Endowment's Arts Learning discipline staff by extracting pertinent arts education data fields from the National Standard database for presentation in formats compatible with Arts Learning discipline staff needs. The Cooperator shall also provide technical assistance to SAA staff members responsible for collecting, coding, and reporting the specified data fields. In carrying out this work the Cooperator shall:

- Segment arts education grants within the master database of all state and jurisdictional grant-making activities.
- Provide tabular and graphic representation of arts education grant-making statistics, as needed, on an occasional basis.

I.B.5 Performance Measurement

The National Standard database contains a wealth of information that enables the Endowment to measure and report on how it fulfill its goals and objectives through the grants and activities supported by its partners at the state and regional level. The Cooperator shall assist Endowment staff in determining the relevancy of National Standard fields to Endowment goals and objectives, and will design and produce reports

and data breakouts that display this information. The Cooperator shall provide FDR data that supports the Endowment in meeting its accountability and reporting obligations by:

- Advising Endowment staff on ways in which National Standard data can be used in the Endowment's performance measurement, budget request, or other reporting processes.
- Producing FDR tabulations that document how the Endowment's objectives and/or performance measures are met through the grant reports of state, jurisdictional, or regional agencies.
- The Endowment and the Cooperator will jointly determine the scope and content of tables or reports.

I.B.6 National Standard Training, Technical Assistance, Revision Process

First developed by the National Assembly of State Arts Agencies, the Endowment, the SAAs and RAOs, based upon the information needs of the field at the time, the National Standard was designed to remain relevant -- despite changing needs -- through a regularly scheduled revision process, generally on a 4-year cycle. Bringing together the wisdom of the field to respond to these information collection issues ensures the relevancy of the National Standard and the reliability of the data that are collected. In carrying out this work the Cooperator shall:

- Provide consultation and technical assistance related to the 2000 quadrennial revision process. The Cooperator shall also undertake the planning and consultation required to assess the field's upcoming information needs, the need for and extent of the next National Standard revision process, and develop a plan and timeline for such revision process, if one is determined to be warranted.
- National Standard Training and Technical Assistance. The Cooperator shall provide National Standard consultation and technical assistance for SAAs, RAOs and Endowment staff. These activities shall support the ongoing grant reporting requirements related to National Standard and FDR compliance. Activities shall include:
 - ❖ Train the staffs of SAAs, and RAOs in the use of the National Standard for managing and reporting grants data.
 - ❖ Provide technical assistance and training as needed to ensure the field's understanding of the National Standard and the Endowment's FDR requirements. (The Cooperator may deliver National Standard orientation and training using distance-learning techniques such as web based training when appropriate.)
 - ❖ Assist agencies with routine coding problems and information management questions.

- ❖ Review SAA and RAO grant application forms to determine trends in information collection and whether new kinds of information being collected necessitate adjustments to the National Standard.
- ❖ Advise on the design of information systems to comply with the FDR reporting requirements.
- ❖ Distribute technical assistance materials (e.g., training materials, implementation guides, definitions, and reporting reminders) to the field in both print and electronic formats.
- National Standard Revisions. In order to maintain the National Standard as a useful information collection tool, periodic system assessments and revisions are conducted to make sure that the taxonomy keeps pace with programmatic trends and the information needs of the Endowment, the SAAs, RAOs, and NASAA. 2006 is the year in which preparations for a revisions cycle should begin, so that system modifications undertaken in the future can proceed efficiently and allow the required implementation time for the field. Preparatory activities shall include:
 - ❖ Consult with the Endowment State and Regional Partnerships Office about current and anticipated information needs connected to Partnership Agreement awards to SAAs and RAOs.
 - ❖ Review state arts agency grant application and final report questions to determine what kinds of data collection changes are already being tested in the field.
 - ❖ Implement a timeline and plan for assessing and revising the National Standard, if required.

I.B.7 The following is a list of tasks and the time frame for their completion:

- Information sheets on each SAA and RAO that reflect information about agency leadership, current demographic information, state and federal funding histories, and related budget and financial data shall be provided in early November 2006.
- Analysis of FDR database and tabular and graphic presentation of grantmaking shall be provided by March 1, 2007.
- Performance Measurement for the Endowment shall be provided by December 31, 2006, June 30, 2007, and again on September 30, 2007.
- If a revision of the National Standard is warranted during the period of the Cooperative Agreement, the Cooperator shall provide quarterly reports on progress of the revision and a final technical implementation manual.

SECTION II - AWARD INFORMATION

II.A Only one Cooperative Agreement award is expected to be made. Funding in the amount of \$150,000 is available.

Subject to satisfactory performance, the availability of funds, favorable recommendation of the National Council on the Arts, determination by the Chairman, and mutual agreement of the parties, the National Endowment for the Arts may enter into subsequent Cooperative Agreements with the successful recipient of the Cooperative Agreement resulting from this Program Solicitation.

II.B The Endowment will:

- Determine the parameters for the data collections, analyses, and reports to be completed under the Cooperative Agreement to ensure responsiveness to the field and agency needs for policy development, program evaluation, and information provision.
- Design, shape, and develop the format and presentation of the analyses and reports completed under the Cooperative Agreement.
- Serve as members of and/or advisors to the National Standard Revision Team.
- Provide guidance related to the provision of National Standard technical assistance.

SECTION III - ELIGIBILITY INFORMATION

III.A Eligibility is limited to the 56 state, jurisdictional, and territorial arts agencies, the 6 regional arts organizations, and the National Assembly of State Arts Agencies.

III.B Matching is not required.

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

IV.A This solicitation provides all of the information that you need to submit a proposal.

IV.B Proposals in response to this solicitation, in original and five (5) copies shall include:

IV.B.1 A proposal describing how the applicant will carry out the project, including:

- Qualifications and experience in implementing a project of this type, including database development and management, and technical assistance training.
- The qualifications and responsibilities of staff or others who will be involved with the project.

IV.B.2 A list of at least three references for recent projects successfully performed for other similar efforts, including the name and phone number of the point of contact. Proposals may also include lists of projects and points of contact for other contracts with public or private entities or other evidence of successful past performance. It is important that references be current and that they can be readily contacted.

IV.B.3 A detailed Budget. The attached Cooperative Agreement Cost Proposal form should be used to summarize the budget. Additional schedules or supporting information should be attached, as necessary. In addition, if indirect cost is proposed, include a copy of the most recent indirect cost rate agreement with your cognizant Federal audit agency.

IV.B.4 DUNS Number.

IV.C Proposals in response to this solicitation must be received by **May 3, 2006** at:

National Endowment for the Arts
Grants & Contracts Office, Room 618
1100 Pennsylvania Ave, N. W., Washington, D.C. 20506

IV.D Any proposal received after the time specified for receipt will not be considered unless: it was sent by mail and it was determined by the National Endowment for the Arts that the late receipt was due solely to mishandling by the Endowment after receipt at the Endowment; or it is the only proposal received; or it offers significant cost or technical advantage, and it is received before an award determination has been made.

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SECTION V - APPLICATION REVIEW INFORMATION

V.A Proposals received in response to this Solicitation will be evaluated and a Cooperative Agreement will be entered into with the applicant whose proposal is determined to be

most advantageous to the Government. The evaluation will be based on artistic excellence and artistic merit, and include the following considerations:

V.A.1 Artistic excellence (approximately 50%)

- Readiness – ability to implement appropriate systems (staff, software and hardware) to undertake the required work.
- Extent of knowledge and/or prior experience in management and administration of the National Standard or other standardized data systems.
- Extent of prior experience in provision of training and technical assistance on utilization of the National Standard or other similar standards.
- Extent of prior research experience and capabilities.

V.A.2 Artistic merit (approximately 50%)

- Degree to which the proposal reflects a comprehension of the mission, objectives, and requirements of the work to be undertaken.
- Degree to which this program conforms to the applicants' own mission and programming.
- Demonstrated ability and commitment to manage the logistical and financial requirements of the program over a period of years.
- Overall reasonableness of the budget.

SECTION VI - AWARD ADMINISTRATION INFORMATION

VI.A Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee or profit (or other increment above allowable cost) is allowed.

For nonprofit organizations except colleges and universities, the provisions of Office of Management and Budget Circulars A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations") and A-122 as amended ("Cost Principles for Nonprofit Organizations") will be incorporated by reference into the Cooperative Agreement.

For units of state and local governments and federally recognized Indian Tribal governments, the provisions of the government-wide Common Rule issued pursuant to Office of Management and Budget Circular A-102 and codified by the National Endowment for the Arts as "Part 1157-Uniform Administrative Requirements for Grants and Cooperative Agreements," Office of Management and Budget Circulars A-128 ("Audits of State and Local Governments"), and A-87 ("Cost Principles Applicable to Grants and Contracts with State and Local Governments") will be incorporated by reference into the Cooperative Agreement.

VI.B General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations, located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>

VI.C Assurances of Compliance

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the proposer hereby agrees that it will execute projects, productions, workshops and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Ave, NW, Washington, D.C. 20506.

Certification Concerning Debarment and Suspension

The Proposer certifies that, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," neither it nor its principals: (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) has, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with a public (Federal, State, or local) transaction or contract under a public transaction; for violation of Federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in (b) of this certification; and (d) has within a three-year period preceding this proposal had any public transactions terminated for cause or default; and that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals.

Where the Proposer or any lower tier participant is unable to certify to this statement, it shall provide an explanation to the Endowment Grants & Contracts Office.

Delinquent Debt Certification

The Proposer certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowance, benefit overpayments.

Labor Standards Assurance and Drug-Free Workplace Act Certification

The successful recipient of the Cooperative Agreement will also be required to provide assurance of compliance with the labor standards set out in "Part 505 (29 CFR) - Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts," in accordance with the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 951 et seq.); and provide the certification required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations).

VI.D Reporting

- VI.D.1** The National Endowment for the Arts is required to report on the geographic locations of grant and Cooperative Agreement activities. To ensure the accuracy of this information, the Cooperator shall submit a completed *Geographic Location of Project Activity* form within 30 days after award of the Cooperative Agreement, or with the first request for payment, whichever comes first. The form is located at <http://www.arts.gov/manageaward/CoopAgreements.html>
- VI.D.2** No later than 90 days after the completion or termination of the Cooperative Agreement, the Cooperator shall submit to the Endowment Grants & Contracts Office, Cooperative Agreement Section, and the Endowment Project Director a Final Descriptive Report (FDR), and a Financial Status Report, Standard Form 269. Report forms are located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>.

SECTION VII - AGENCY CONTACTS

For information on this solicitation, write or call:

William Hummel
National Endowment for the Arts
Grants & Contracts Office
1100 Pennsylvania Ave, N. W., Washington, D.C. 20506
TELEPHONE: (202) 682-5417

FAX: (202) 682-5626
Email: contracts@arts.gov

SECTION VIII - OTHER INFORMATION

Rejection and Award.

The National Endowment for the Arts reserves the right to reject any or all proposals.

BUDGET FORMS

Page 1 of 2. Read the instructions that follow this form before you start.

Applicant (official IRS name):

INCOME

1. Amount requested from the Arts Endowment \$

2. Total match for this project Be as specific as possible. Asterisk (*) those funds that are committed or secured.
Amount

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)

Total cash a. \$

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Part 2 of the Project Budget form; identify sources)

Total donations b. \$

Total match for this project (2a. + 2b.) \$

EXPENSES

1. Direct costs: Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
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Total salaries and wages a. \$

Fringe benefits	Total fringe benefits b. \$
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Total salaries, wages, and fringe benefits (a. + b.) \$

Applicant (official IRS name):

EXPENSES, CONTINUED

2. Direct costs: Travel (Include subsistence)

# of travelers	From	To	Amount
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Total travel \$

3. Direct costs: Other expenses (Include consultant and other fees, honoraria, contractual services, access accommodations, publication, telephone, photocopying, postage, supplies and materials, distribution, transportation of items other than personnel, rental of space or equipment, and other project-specific costs)

Amount

Total other expenses \$

4. Total direct costs (1. from Project Budget, Part 1 +2.+3.) \$

5. Indirect costs (if applicable)

Federal Agency:	Rate (%)	x Base	= \$
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6. Total project costs (4.+5.) \$

Instructions For Budget Form

INCOME

1. **AMOUNT REQUESTED FROM THE ARTS ENDOWMENT:** Indicate the amount that you are requesting from the Arts Endowment.
2. **TOTAL MATCH FOR THIS PROJECT:** Cash match refers to the cash donations (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. Do not include any Arts Endowment or other federal grants (e.g., from the Department of Education, National Science Foundation, National Endowment for the Humanities) that are anticipated or received.

In-kind: Donated space, supplies, volunteer services are goods and services that are donated by individuals or organizations other than the applicant (third-party). To qualify as matching resources, these same items also must be listed in the project budget as direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: Proper documentation must be maintained for all items noted as “in-kind.”

EXPENSES

DIRECT COSTS are those that are identified specifically with the project. Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in “3. Other expenses” in Part 2 of the Project Budget form, and not here.) Indicate the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project. List key staff positions, and combine similar functions. Where appropriate, use ranges. Example:

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
Executive Director	1	\$40,000 per yr.	10%	\$4,000
Archivists	3	\$20-25,000 per yr.	5-40%	\$15,000
Support Staff	2	\$15-20,000 per yr.	20-30%	\$9,000

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See “Legal Requirements” for details.) Salaries and wages that are incurred in connection with fund raising are not allowable project expenses; do not include them in your budget.

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, etc. They may be included here only if they are not included as indirect costs.

INDIRECT COSTS are overhead or administrative costs that are not readily identifiable with a specific project. (The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.) Indirect costs are prorated or charged to a project through a rate negotiated with the Arts Endowment or another federal agency. If you do not have or intend to negotiate an indirect cost rate, leave this section blank. You may claim administrative costs or overhead as direct costs under “3. Other expenses.” If you have a negotiated rate and would like to include indirect costs, complete the information requested in this section and attach a copy of your current negotiated agreement. For additional information, see “Indirect Cost Guide for ENDOWMENT Grantees.”

TOTAL PROJECT COSTS is the total of “4. Total direct costs,” and, if applicable, “5. Indirect costs.” NOTE: “1. Amount requested from the Arts Endowment” (from Part 1 of the Project Budget form) plus “2. Total match for this project” (also from Part 1) must equal the “Total project costs.” Your project budget should not equal your organization’s entire operating budget.